

# VANSTONE PARK APPLICATION FORM - CONFIDENTIAL

Position applied for: .....

<b>Personal Information</b>	
Title (Mr, Mrs, Miss, Ms, etc.):	
Surname:	
Forenames:	
Previous names (if any):	
Current address:	
Contact telephone number:	
Dates you are <b>not</b> available for interview:	
<b>Referees</b> Please give details of two referees, one of whom should be your current or most recent employer. The other should not be a relative or contemporary. If you do not wish us to contact your referees unless you are offered the position, please indicate this below.	
Relationship to the referee:	Relationship to the referee:
Name:	Name:
Job title:	Job title:
Company:	Company:
Email address:	Email address:
Telephone number:	Telephone:
Address:	Address:
May be contacted: Y/N	May be contacted: Y/N
Do you have the right to take up employment in the UK ? <span style="float: right;">YES / NO</span>	
<p>The Immigration, Asylum and Nationality Act 2006 requires us to seek proof of your right to work in the UK. <b>If you are invited to interview please bring with you the original and photocopy of one of the following:-</b></p> <ul style="list-style-type: none"> <li>• Full birth certificate and evidence of NI No. e.g. P45, P60, old pay slip.</li> <li>• GB or EEA Passport, Work permit, Certificate of Registration</li> <li>• Certificate of Naturalization as a British Citizen</li> </ul>	

**Education and Qualifications**

From GCSE or equivalent to degree level in chronological order

<b>Establishment</b>	<b>Qualifications Gained</b>	<b>Grade / level is applicable</b>

Do you have any other training, qualifications or skills relevant to the post?

**Employment History**

Please give details of your last three jobs, beginning with your present or most recent. Any relevant posts held before then may also be mentioned.

<b>Name &amp; Address</b>	<b>Position Held</b>	<b>Dates</b>	<b>Responsibilities &amp; Reason for</b>
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			<b>Leaving</b>
<p>Please give details of any time not accounted for elsewhere on this application form.</p>			
<p>Have you made a previous application to the Company? If so, when and what was the outcome?</p>			
<p>Have you been convicted of any criminal offences, which are not yet spent under the Rehabilitation of Offenders Act 1974? YES / NO If yes please give details</p>			

<p>Please use this space to say why you are interested in the post for which you have applied and provide any other information that may assist your application.</p>
<p>If successful when can you start work? (please give earliest start date)</p> <p>Do you have any holidays booked? YES / NO Please specify dates:-</p>
<p>If you require any special arrangements to be made so that you may attend interview, please detail this on the 'Additional Notes' page.</p>

**Declaration**

I declare that the information I have given on this form is, to the best of my knowledge, true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed. I hereby give my consent to the Company processing the data supplied on this application form for the purpose of recruitment and selection.

Signed: . . . . .

Date: . . . . .

**FOR OFFICE USE ONLY**

SCREENED BY	
INVITE TO INTERVIEW	YES / NO
REASON FOR DECISION	

## ADDITIONAL NOTES

## EQUAL OPPORTUNITIES MONITORING FORM

**Vanstone Park** is committed to an Equal Opportunities policy in employment and will assess applicants for jobs without regard to disability, age, marital status, race, sex, or sexual orientation. To enable us to monitor our effectiveness with this policy, this form includes questions relating to those topics. This form will be removed from your application prior to shortlisting.

Please tick as appropriate:

**Age:**

16-19  20-29  30-39  40-49  50-59  60+

**Gender:**

Male  Female

**Marital Status:**

Single  Married  Other

**Ethnic Group:**

White- British		White-Irish		White-Other		Mixed-White and Black Caribbean	
Mixed- White and Black African		Mixed- White and Asian		Mixed- Other		Asian/Asian British- Indian	
Asian/Asian British Pakistani		Asian/Asian British Bangladeshi		Other Asian Background		Black/Black British Caribbean	
Black/Black British African		Black/Black British Other		Chinese		Other (Please specify)	

**Disability:**

Are you disabled within the meaning of the Disability Discrimination Act 1995?	No	Yes If Yes please indicate below
Disability Information		
Are there any reasonable adjustments that would assist you in undertaking this role?		

**Where or how did you hear about the vacancy?**

Store Poster		Job Centre		Open Day		Speculative Enquiry	
Personal Recommendation		Recruitment Agency		Press Advert		Other	

Name.....  
 Position Applied For.....  
 Date Completed.....

**Equal Opportunities Monitoring Purposes Only**